



DEVELOPMENTAL
DISABILITIES
OF CLARK COUNTY
WHERE PEOPLE GROW

DEVELOPMENTAL DISABILITIES OF CLARK COUNTY

2527 KENTON STREET, SPRINGFIELD, OHIO 45505

EXTERNAL NOTICE OF POSITION AVAILABILITY

FAMILY COUNCIL COORDINATOR

FULL-TIME - 40 HOURS/WEEK; MONDAY - FRIDAY

TO BE POSTED: JULY 4, 2013 THROUGH JULY 18, 2013 OR UNTIL FILLED

PRE-EMPLOYMENT REQUIREMENTS:

Bachelor's Degree In Social Work, Counseling, Education, Rehabilitation Counseling, Health Services Or Related Field
At Least Five Years' Experience In The Human Service Field, Including Administrative And Supervisory Experience, Experience In
Inter-Agency Settings, Etc.
Valid Driver's License

POST OFFER OF HIRE REQUIREMENTS:

Negative Results Of A Two-Step Mantoux TB Test And Drug Screening
Satisfactory Results Of Local And State Records Checks
Satisfactory Physical Examination After Offer-Of-Hire

POST-EMPLOYMENT REQUIREMENTS:

Acquire/Maintain Applicable License/Certification/Registration In Good Standing; Related Position Required Training

RESPONSIBILITIES/JOB DUTIES:

Researches issues before the Council and presents information which will enable it to make informed decisions. Seeks grants and additional resources for projects or programs being pursued by the Council. Recommends to the Council new programs to fill identified gaps in the system of care, provides for integration of programs as well as identifies service capacity issues. Recommends annual goals and objectives for consideration and approval by the Council. Keeps the Council informed of proposed legislation, departmental rule changes and grant proposals which would affect the system of care. Develops financial tracking tools that ensure Council dollars are effectively managed. Represents the interests of the Family Council at other organizations throughout the County and informs the community of Council activities. Provides staff support to the Council, ensuring that meetings are scheduled, agendas are prepared and all relevant materials are provided to Council members in a timely manner. Supervises and directs the activities of Council staff. Attends meetings and in-service training sessions as required; performs other related duties as required.

COMPENSATION: Salary commensurate to experience and education

BENEFITS: OPERS Retirement, Liability Insurance, Workers' Compensation, EAP (Employee Assistance Program), Sick Leave, Vacation, Holidays, Medical Insurance, Dental Insurance, Life Insurance, PayProtect Plan and Deferred Compensation Plans

DEPARTMENT: Jobs and Family Services

CONTACT: Jenny Rousculp, 937-328-4631

APPLY AT: Board Employees apply at Human Resources Office, 2527 Kenton Street
All other Applicants apply at <http://www.clarkdd.org/employment.html> or Indeed.com

Only those applicants who clearly demonstrate meeting minimum requirements of the position will be interviewed. Proof of education and copies of all required licenses will be requested at time of interview.

*** *Developmental Disabilities of Clark County is an Equal Employment Opportunity Employer.* ***

It is the philosophy, intent and commitment of Developmental Disabilities of Clark County to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability or any other status protected by law.